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Admissions Policy 2027-28

Admission Policy of New Cross College

Cappagh Road, Finglas, Dublin 11(D08YTH7)

Roll number: 68181N

School Patron: Le Chéile Schools Trust clg
Religious Sisters of Charity

- **Introduction**

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school Board of Management on **22/9/26** It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for New Cross College admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned. This policy must be read in conjunction with the annual admission notice for the school year concerned.
The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

- **Characteristic spirit and general objectives of the school**

New Cross College is a Catholic co-educational voluntary secondary school with a Catholic ethos under the trusteeship of Le Chéile Schools Trust and the Religious Sisters of Charity

The purpose of our Le Chéile / Religious Sisters of Charity School is to provide an education that acknowledges and affirms the dignity and uniqueness of every human being as a child of God - "The glory of God is humanity fully alive" (St Irenaeus). It embraces the intellectual, physical, cultural, emotional, social, moral and spiritual growth of each student.

Our school seeks to build a learning community that welcomes, and witnesses to, the Gospel values of Jesus Christ, expressed through the lens of the Le Chéile Charter. The school draws on the richness of the religious and cultural heritage of the past and the charism of Dr Daniel Delaney of the Patrician Brothers and Mary Aikenhead of the Religious Sisters of Charity.

Our school is committed to creating a place of inclusivity, equality and openness, where people can live with and be taught by one another, however diverse our experiences might be. It does not discriminate on religious grounds and is open to students from diverse backgrounds. It offers educational opportunities which promote excellence so that students

can respond responsibly to their own lives, the lives of others and the earth, which is our home.

As a Catholic school, Religious Education is central to our curriculum. Alongside Religious Education the school supports students in their Catholic religious formation. All students' spiritual growth is enhanced through areas such as nature, art, poetry and music. The spiritual life of students can also be deepened through prayer and ritual.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of New Cross College shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school

The general objectives of Le Chéile/Religious Sisters of Charity school include: -

Welcome recognises the unique dignity and worth of each person.

Wisdom is the pursuit of a greater understanding and appreciation of the world.

Witness comes from the expression of Gospel values, in everyday life, and recognises that every person is made in the image and likeness of God.

New Cross College
Mission Statement

Our school is a Catholic Voluntary Secondary School that aims to provide a safe, inclusive academic environment shaped by mutual respect.
We respect the dignity of the individual person and are sensitive to the needs of a diverse society.
We aim to make our school a happy and caring environment which recognizes the needs of each individual. We believe that education flourishes in a school where good relationships are encouraged, where people feel valued and there is tolerance, fairness and support for those in difficulty.
We believe in helping all to develop their confidence, self-esteem and talents so that they make take their place in society as responsible and mature young adults.

• Admission Statement

New Cross College offers the Junior Cycle, Leaving Certificate, and Leaving Certificate Applied programmes. Transition Year is compulsory for all students.

New Cross College will not discriminate in its admission of a student to the school on any of the following:

- the gender ground of the student or the applicant in respect of the student concerned,
- the civil status ground of the student or the applicant in respect of the student concerned,
- the family status ground of the student or the applicant in respect of the student concerned,

- the sexual orientation ground of the student or the applicant in respect of the student concerned,
- the religion ground of the student or the applicant in respect of the student concerned,
- the disability ground of the student or the applicant in respect of the student concerned,
- the ground of race of the student or the applicant in respect of the student concerned,
- the Traveller community ground of the student or the applicant in respect of the student concerned, or
- the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61(3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

New Cross College will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council. New Cross College will comply with any direction served on the board or the patron under section 37A and 67(4)(b)."

- **Categories of Special Educational Needs/Additional Educational Needs catered for in the school/special class**

New Cross College Secondary School accepts all students with Special Educational Needs (SEN)/Additional Educational Needs (AEN) subject to having the necessary resources to meet their needs. In order to access a special class a student must have a report (s) from a relevant professional or multi-disciplinary team of professionals (for example, psychologist, speech and language therapist, psychiatrist) which must fulfil the following Department of Education criteria:

1. The student has a disability (in line with the designation of the special class in question) and;
2. The student has complex or severe learning needs that require the support of a special class and the reasons why this is the case.
The professional report must meet the Department of Education (DoE) requirements for the particular disability in question.

Admissions Provisions

Under Department of Education and NCSE guidelines, there will be a maximum of 6 pupils in the special class for children with Autism Spectrum Disorder (ASD class). The Board of Management deals with the enrolment applications and is advised on admissions to the ASD class by the school's Admissions Team.

The Board of Management will have regard for relevant Department of Education guidelines in relation to special class size and staffing provisions, and/or any other relevant requirements

concerning accommodations including physical space and the health and welfare of existing and prospective students. Only applications in respect of students whose needs fall within the category of special educational needs provided by the special class will be considered.

In this respect:

- Applicants must provide an up-to-date psychologist/psychiatrist/multi-disciplinary report indicating a professional diagnosis of Autism Spectrum Disorder meeting DSM IV/N or ICD 10/11 criteria.
- The report must indicate the student's cognitive ability/learning profile and contain recommendations regarding existing supports and educational interventions needed to best aid that student's progress.
- This report must expressly recommend placement in a special class for children with autism. This documentation being in-date (in the previous 3 years) can be a determining factor in the allocation of places.
- A letter from the National Council for Special Education (**NCSE)** confirming that the child is known to them and that if the child has the required diagnosis and recommendation for a special class.
- All applications form part of the mainstream application and enrolment procedures. This ensures that a student in the ASD class will have the possibility of inclusion in a mainstream class as appropriate.

Procedures for Enrolment

- Applicants must submit a fully completed written Application Form, accompanied by the appropriate professional psychological or psychiatric assessment, as outlined above.
- In the year prior to potential entry to New Cross College ASD class, staff will contact the parents/guardians of the applicant and may subsequently contact their primary school to arrange a school visit, to observe the student in their current educational placement. Parents/guardians will be made aware of the date, time and nature of this visit.
- Once a place in the ASD special class has been offered, the student will be invited to participate in a transition programme. The student's participation in the transition programme is considered essential in ensuring their smooth transition to their new environment, as well as in facilitating the ASD class staff in making any necessary academic/other reasonable accommodations for the student in a pre-emptive and responsible manner.
- Where the number of applicants exceeds the number of places available, the following ranked criteria will then apply to all applications received:

    - Current students enrolled in the school.
    - Siblings of current students who apply.
    - Students resident in the catchment area and attending one of the named feeder schools of New Cross College Secondary School.

- Students resident in the catchment area but attending a school outside the catchment area.
- Applications from students who are resident outside the catchment area will only be accommodated in exceptional circumstances where they can be accommodated.

Admission of Students

This school shall admit each student seeking admission except where –

- the school is oversubscribed (please see section 6 below for further details)
- a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

- **Oversubscription (this section must be completed by all schools including schools that do not anticipate being oversubscribed)**

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

Category 1.
- Brothers and Sisters of 'current students 'of **New Cross College**
- Sons and Daughters of current staff 'current' is defined as staff working in the school for at least one full academic year in the year the place is being offered.

Category 2
Students currently attending the following primary schools
- St Brigids GNS
- St Finians
- St Joseph's GNS
- St Kevin's BNS
- St Fergal's BNS
- Scoil Sinead
- Gael Scoil Ui Earcain
- St Malachys
- Finglas Parochial
- St Canices BNS
- St Canices GNS
- Mother Divine Grace

Category 3
- Students who live in Dublin 11 but attend primary schools other than in Category 2
- Students currently attending primary schools in Dublin 15

Category 4
- All other applicants

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

Where two or more applications are tied in the foregoing selection process, New Cross College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

- **What will not be considered or considered**

In accordance with section 62(7)(e) of the Education Act, the school will not consider or consider any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- the payment of fees or contributions (howsoever described) to the school;
- a student's academic ability, skills or aptitude;
- the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;
- the date and time on which an application for admission was received by the school,

  This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.
  This is also subject to the school making offers based on existing waiting lists (up until 31st January 2026 only).

- **Decisions on applications**

All decisions on applications for admission to New Cross College will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

  (Please see section 14 below in relation to applications received outside of the admissions period and section 15 below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to decide on an application for a place in our school.

• Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see section 18 below for further details).

• Acceptance of an offer of a place by an applicant

In accepting an offer of admission from New Cross College, you must indicate—

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

(ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

• Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by New Cross College where—

- it is established that information contained in the application is false or misleading.
- an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 10 above.

The board of management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the board of management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility.

An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.

• Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of data between schools in order to facilitate the efficient admission of students. Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

(i) an application for admission to the school has been received,
(ii) an offer of admission to the school has been made, or

(iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

(i) the date on which an application for admission was received by the school;

(ii) the date on which an offer of admission was made by the school;

(iii) the date on which an offer of admission was accepted by an applicant;

(iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

• Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to New Cross College were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of New Cross College is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

• Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application not later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list.

- **Procedures for admission of students to other years and during the school year**

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

- The parent of the student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that that code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student
- The school is oversubscribed (see section 6)
- Transfer applications in all years must be accompanied by previous school reports.
- When considering an application, the Principal may (where appropriate) communicate with the Tusla Education Support Services
- New Cross College is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.
- Students seeking enrolment into year groups due to sit state examinations the following June (3rd Year, 6th Year, 6th LCA). This is to ensure we can meet students' needs and ensure all elements of the curriculum are covered
- The Board of Management reserves the right to refuse an application in certain circumstances which include the situation where the student has an established prior record of poor behaviour.

Where New Cross College considers an application, each student may receive a place, unless oversubscribed, in which case, selection criteria will be applied to each application (see section 6). Where New Cross College is in a position to offer further school places that become available for and during the 2026/27 school year, places will be offered in accordance with the order of priority in which students have been placed on the waiting list.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

- The parent of the student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that that code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student
- The school is oversubscribed (see section 6)
- Transfer applications must be accompanied by previous school reports.
- When considering an application, the Principal may (where appropriate) communicate with Tusla Education Support Services
- New Cross College is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.
- The transfer is not deemed in the best interests of the applicant
- New Cross College cannot meet in full, the curriculum needs of the applicant seeking to transfer with regards to subject options and levels or that the applicant has not got sufficient background in subjects to be able to progress.

- Students seeking enrolment into year groups due to sit state examinations the following June (3rd Year, 6th Year, 6th LCA). This is to ensure we can meet students' needs and ensure all elements of the curriculum are covered

• Declaration in relation to the non-charging of fees

The board of New Cross College or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 2018, charge fees for or seek payment or contributions (howsoever described) as a condition of-

- an application for admission of a student to the school, or
- the admission or continued enrolment of a student in the school.

• Arrangements regarding students not attending religious instruction

This section must be completed by schools that provide religious instruction to students.

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

A parent of a student, or a student who has reached the age of 18, who wishes to attend New Cross College without attending religious instruction should make a written request to the Principal. A meeting will be then be arranged with the parent or the student, as the case may be, to discuss how the request might be accommodated by the school.

• Reviews/appeals

Review of decisions by the board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Right of appeal

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.
An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due to a reason other than the school being oversubscribed.
Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)
Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)
An applicant must appeal to the Board of Management within 21 days from the date of the letter of refusal

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.
The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

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New Cross College

ANNUAL ADMISSION NOTICE FOR 2027/28

Copies of the school's **Admission Policy** and the **Application Form for Admission** for the 2027/28 school year are available as follows: –
To download at: www.newcross.ie
On request: By emailing admin@newcross.ie or writing to: **New Cross College, Cappagh Road, Finglas West, D11NC56**

- **Application and Decision Dates for admission to 1st Year for 2027/28**

1.	The school will commence accepting applications for admission on	**1st October**
2.	The school will cease accepting applications for admission on	**23rd October**
3.	Applicants will be notified in writing of the decision on their application by	**12th November**
4.	Applicants must confirm acceptance of an offer of admission by	**20th November**

Failure by an applicant to accept an offer by the may result in the offer being withdrawn.

- **Number of places being made available in the 2026/7 school year**

The number of places being made available in the **special class** catering for **first year students only** with Autism Spectrum Disorder is	Nil
The number of places being made available in the **mainstream classes** in first year is	**75**

Failure by an applicant to accept an offer by the may result in the offer being withdrawn.
Note: the school will consider and issue decisions on late applications in accordance with the school's admission policy

Signed:
Chairperson Board of Management